

IN THE WORKS

TUNE IN HERE FOR NEWS ABOUT PERSONNEL SYSTEM REFORM IN WASHINGTON

November 2004

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NEW DRAFT LEAVE RULES READY FOR REVIEW

We all need time away from work – to take a vacation, recover from illness or for a variety of other reasons. That's why all employees have a personal interest in their leave rules. For non-represented* employees, draft leave rules now are out for review on the [Department of Personnel's website](#).

One option being considered in the draft rules for unrepresented employees is to allow employers to grant additional leave as a form of performance recognition.

If this option is adopted, those employers who have received performance management confirmation from the Department of Personnel would be able to offer up to five extra days of leave as a reward for accomplishing exceptional work.

Other provisions under consideration would reconcile some of the long-standing differences between the current higher education and general government leave rules.

Where feasible, combined rules would adopt the best provisions of each system. For example, higher education employees could receive the same six months of parental leave now available to general government employees, and the bereavement leave now available to higher education could be extended to general government.

To find out more about these and other changes being considered, and to comment on the draft rules, go to <http://hr.dop.wa.gov/hrreform/rules.htm>.

LEAVE RULES FOR REPRESENTED EMPLOYEES

The leave rules in the contracts, including accrual and use, are essentially the same as in current Washington Administrative Code (WAC) for most general government employees represented a labor union.

In some instances, there may be small changes in how leave may be scheduled.

Employees should consult the contracts, their union and HR shops for more information about the specific terms for each contract. ★

**These rules will apply to those employees not represented by a labor union. Represented employees are covered by the terms of their collective bargaining agreements. ★*

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In the Works is an electronic newsletter based at the *Washington Works* website: www.washingtonworks.wa.gov

WHAT'S UP WITH WASHINGTON MANAGEMENT SERVICE (WMS)?



*Gene Matt, Director
Department of Personnel*

“We’re standing at a unique crossroads in state government. No longer fenced in by archaic civil service rules and overly restrictive bargaining agreements, we have the opportunity to create a work environment where every employee can perform at his or her peak level and all of our efforts are focused on producing the best result for our customers – the taxpayers,” according to Gene Matt, director of the Department of Personnel.

“A large part of the responsibility for successful implementation of these changes will fall squarely on the shoulders of Washington Management Service (WMS) managers,” says Matt.

“They’ll have new tools and more flexible options at their disposal, and they’ll also have increased responsibility and accountability for managing effectively.”

That’s why Matt brought together a task group to review WMS and make recommendations for how the program could better support high performance government.

The group, which was made up of representatives from agency human resource staff, agency managers, and subject matter experts within the Department of Personnel, recommended a number of conceptual changes, including:

- ★ New language stressing the move to a performance culture in state government.
- ★ More emphasis on holding managers accountable for results.
- ★ More emphasis on performance in compensation administration.
- ★ More emphasis on competencies and leadership skills in recruitment for WMS positions.
- ★ More emphasis on the development of leadership skills, modeling leadership, and creating a performance management culture.

Specifics on how these concepts might be incorporated into the WMS rules and other program changes are still being worked out. Discussions with human resource managers are expected to take place in early December, and draft rules should be ready for informal comment sometime in January.

Adoption of the new rules is tentatively planned for late February. ★

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COMPUTER SYSTEM BUILT AND GETTING CONNECT ED

Brian Turner, project manager for the new Human Resource Management System (HRMS), announced at a recent project team meeting that they were moving from the “construction phase into the integration phase.” That means it’s now time to connect the new personnel/payroll system to the other existing state systems.

Turner points out that HRMS has been designed and built, the state’s rules are loaded into the software, and it has gone through three cycles of rigorous testing.

“We have an operating system,” Turner emphasizes. “Now we integrate with the state infrastructure.”

Integration must be accomplished in four key areas:

- ✓ **Interfaces** – The HRMS has to interact correctly with other state computer systems and applications. To make sure everything works like it’s supposed to, the project team is working with agencies to complete the interfaces to key core state systems and to more specialized agency applications. The first wave of interface testing began on November 11.
- ✓ **Training** – More than 3,000 payroll and personnel staff will be using the system on a daily basis, which means there’s a lot of training to be done. Online orientations are completed. Additional on-line training will be offered in December and hands-on classroom training will be in full swing in early January.
- ✓ **Parallel Testing** – Agency testers and project staff are busy comparing results from payrolls run by the old system, PAY1, with the results of HRMS running the same payrolls. Parallel testing is expected to wrap up by February.
- ✓ **Operational Readiness** – During the next few months, agencies will be refining business processes, evaluating the overall effects of the changes to the state work environment, and learning how it all fits together. The HRMS team will be working closely with agencies to help ease the transition.

When you walk through the crowded, busy Rowsix Building in Lacey where the HRMS Project is located, you can feel the energy. No matter where you stand, you can hear at least three conversations, each very intense, about HRMS. At lunch, there are impromptu meetings, and people go. There is unity and there is focus in Rowsix. And the point of that focus is delivering a new computer system to support all of the Washington Works changes. ★

Have feedback? Email it to washingtonworks@ofm.wa.gov

***Check out the WASHINGTON WORKS website at
www.washingtonworks.wa.gov for more information.***

Use the [online feedback form](#) to comment on any aspect of the reform effort.

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